



Addendum A — Workorderama PM Reports

This addendum provides descriptions and examples of Workorderama PM's reports, including instructions on how to access each report.



Many of Workorderama PM's reports can contain data from a Found Set, which will be the records resulting from your last Find operation using a given screen.

This table briefly describes Workorderama PM's reports, notes the screens that the reports are created from, and summarizes how Find operations can be used to generate the reports.

Report	Purpose	Screens Created From	Application of Find Operation
Work Order Summary report	Prints the number of Open and Complete work orders	– Menu of Reports screen	– Report data will be for Found Set from Find operation using Work Orders screen
Billing report	Prints work order billable cost amounts, including work order dates, Job Types, and facility locations	– Menu of Reports screen	– Data for all work orders will be included if no Find operation performed
Cost report	Prints work order costs grouped by Job Types, including workers assigned, work order dates, and labor amounts	– Menu of Reports screen	
Time report	Prints a list of the time it took to accomplish work orders, grouped by Job Types and time ranges	– Menu of Reports screen	
Open Orders Past Target Date report	Prints a list of Open work orders that are past their scheduled completion dates, grouped by worker, and including the number of days past due	– Menu of Reports screen	Find operation has no effect

Report	Purpose	Screens Created From	Application of Find Operation
Future PM Work Orders report	Prints a list of future work orders generated from PM work orders, including work order dates, Job Types, affected equipment and items, and workers	– Menu of Reports screen	Find operation has no effect
Bar Chart report	Prints a Bar Chart providing graphical comparison of key work order data: – Job Types – Vendors and workers – Facility locations – Requesting departments or tenants – Requesting staff – Job Priorities – Month to perform – Equipment and items – Open and Complete	– Menu of Reports screen	– Report data will be for Found Set from Find operation using Work Orders screen – Data for all work orders will be included if no Find operation performed
Work Order List report	Prints a list of work orders, including work order dates, Job Types, priorities, affected facility locations, workers, and completion dates	– Work Orders screen	– Report data will be for data shown on screen – Find operation will affect screen data and resulting report
PM Work Order List report	Prints a list of PM work orders, including Job Types, workers, equipment and items, facility locations, and repeating frequencies	– PM/Scheduled Work Orders screen	
Parts Inventory Order List report	Prints the order and inventory status for parts and supplies, grouped by supplier, and including supplier contact information, current stock quantities, target stock quantities, and quantities currently ordered	– Parts Inventory List screen – Parts Inventory Purchase Order Setup screen	
Inventory List report	Prints the inventory status for parts and supplies, including stock quantities, reorder limits, and last order dates	– Parts Inventory List screen	– Report data will be for data shown on screen – Find operation will affect screen data and resulting report

Report	Purpose	Screens Created From	Application of Find Operation
Inventory Detail report	Prints supplier and inventory information for a part or supply, including stock quantity, reorder limit, last inventory stock date, last order date, last order quantity, and a history of inventory changes	– Parts Inventory Log screen	Find operation has no effect
Equipment/Item List report	Prints a list of equipment and items, including equipment and item types, models, and facility locations	– Equipment/Item List screen	– Report data will be for data shown on screen – Find operation will affect screen data and resulting report
Equipment/Item report	Prints detailed information for a piece of equipment or item, including equipment or item type, model, facility location, manufacturer, vendor, cost, purchase and installation dates, and specifications	– Equipment/Item Information screen	Find operation has no effect
Worker List report	Prints a list of workers, including each worker's specialty, hourly rate, and vendor company for vendor workers	– Workers/Rates screen	– Report data will be for data shown on screen – Find operation will affect screen data and resulting report.
Vendor List report	Prints a list of vendors that are involved in work order efforts, including vendor types, primary contact persons, and phone numbers	– Vendor List screen – Vendor Information screen	When created from Vendor List screen: – Report data will be for data shown on screen – Find operation will affect screen data and resulting report When created from Vendor Information screen: – Find operation has no effect
Checklist/Procedure List report	Prints a list of checklists	– Checklists and Procedures screen	– Report data will be for data shown on screen – Find operation will affect screen data and resulting report

Report	Purpose	Screens Created From	Application of Find Operation
Checklist/Procedure Sheet report	Prints a particular checklist, and can be used to perform the documented procedure	– Checklist/Procedure screen	Find operation has no effect
Staff List report	Prints a list of staff persons who can request work orders, including facility locations and contact information	– Staff/Department List screen	– Report data will be for data shown on screen – Find operation will affect screen data and resulting report
Tenant List report	Prints a list of tenants that can request work orders (when Workorderama is configured to the needs of property managers), including contact information	– Tenant List screen	



The Menu of Report screen, and the most of the other Workorderama PM screens are covered in Chapter 5 – Section 5.2 – Workorderama PM screens in Detail; the Primary Location/Building List screen, Staff/Department List screen, and Tenant List screen are covered in Chapter 6 – Configuring Workorderama PM.

A.1 Work Order Summary Report

The Work Order Summary report prints a list of the number of Open and Complete work orders. The total number of work orders is also shown, along with the earliest and latest dates of work orders. There are three versions of this report, that list work orders by worker, by facility location, and by Job Type.

To create and print this report, select the **Summary of Open and Completed Orders** button on the Menu of Reports screen. This first displays a dialog box, asking you to choose the report listed by workers, facility locations, or Job Types.

The work order counts included in the report will be for the Found Set of work orders, resulting from your last Find operation using the Work Orders screen. If you did not execute a Find operation, or if you quit out of Find mode, then counts of all work orders will be included.

Example Work Order Summary reports are shown on the following pages:

Abercrombie Plaza WORK ORDER SUMMARY REPORT						February 15, 2005
Assigned To / Worker	Earliest	Latest	Total # Orders	Open	Complete	
Report Totals	11/16/04	02/14/05	152	52	2	
> Ami Patel	12/28/04	02/06/05	3	2	1	
> Andy Holub	12/23/04	12/23/04	1	0	1	
> Bill Rover	12/04/04	12/04/04	1	1	0	
> Blaine Frost	11/19/04	02/01/05	7	4	0	
> Carleton Britt	12/01/04	02/10/05	6			
> Chris LaPata	12/23/04	02/14/05	2	1	0	
> Colleen Rochford	01/03/05	01/24/05	3	3	0	
> Colleen Rochford	11/18/04	02/14/05	39	6	0	
> Dave Anderson	02/02/05	02/08/05	2	2	0	
> Dell Shimandel	11/26/04	02/03/05	6	6	0	
> Fred Collier	12/14/04	01/13/05	2			
> Fred Thomas	12/22/04	12/22/04	1	1	0	
> Jeannie Betancourt	12/10/04	12/10/04	1			
> Kyle	12/13/04	02/04/05	4			
> Morris	12/18/04	02/08/05	2			
> Sandy Schwain	01/14/05	01/20/05	2			
> Sara Born	11/17/04	01/29/05	4	4	0	
> Scott Durr	01/01/05	01/01/05	1	1	0	
> Serge Voltaggio	11/16/04	02/12/05	36			
> Tara Ross	11/23/04	01/23/05	4	1	0	
> Tim Gillet	12/19/04	12/19/04	1	1	0	
> Tom Munz	12/06/04	02/08/05	17	17	0	
> Wilma Peterson	12/01/04	01/05/05	2			

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Work Order Summary Report – by Worker

Abercrombie Plaza WORK ORDER SUMMARY REPORT						February 15, 2005
Location	Earliest	Latest	Total # Orders	Open	Complete	
Report Totals	11/16/04	02/14/05	152	52	2	
> <i>no location</i>	01/04/05	01/08/05	3	2	0	
> AB Plaza	11/18/04	02/08/05	32	31	1	
> All Location	01/09/05	01/23/05	2			
> Campus	11/17/04	02/14/05	46	13	0	
> Center1	12/23/04	12/23/04	1	0	1	
> Garage	11/19/04	02/01/05	7	4	0	
> Pavilion	12/13/04	02/08/05	6			
> Plaza 1	11/16/04	02/14/05	50			
> Plaza 2	11/23/04	01/20/05	5	2	0	

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Work Order Summary Report – by Location

Abercrombie Plaza WORK ORDER SUMMARY REPORT						February 15, 2005
Job Type	Earliest	Latest	Total # Orders	Open	Complete	
Report Totals	11/16/04	02/14/05	152	52	2	
> no job type	12/22/04	01/08/05	4	3	0	
> Cabling / Telecom	11/18/04	11/18/04	1	1	0	
> Cleaning	11/19/04	02/06/05	8	6	2	
> Electrical	11/18/04	02/14/05	46	7	0	
> Hot / Cold	12/19/04	01/29/05	2	2	0	
> Lighting	12/24/04	12/24/04	1	1	0	
> Painting	01/17/05	01/17/05	1	1	0	
> PM	11/16/04	02/14/05	89	31	0	

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Work Order Summary Report – by Job Type

A.2 Billing Report

The Billing report prints work order billable cost amounts, as well as the requestors of the work orders, work order dates, Job Types, and facility locations. There are two versions of this report, which list the billable cost amounts by departments, and by the entities that are to be billed for the work, such as departments, cost centers, projects, and so forth.

To create and print this report, select the **Billing Summary** button on the Menu of Reports screen. This first displays a dialog box, asking you to choose the report listed by departments or tenants, or billable entities.

The work order billable costs included in the report will be for the Found Set of work orders, resulting from your last Find operation using the Work Orders screen. If you did not execute a Find operation, or if you quit out of Find mode, then billable costs for all work orders will be included.

Example Billing reports are shown on the following pages:

Abercrombie Plaza WORK ORDERS -- BILLING REPORT								January 26, 2005
Aug 26, 2004 thru Sep 14, 2004								
Order #	Date	Job Type	Order By	Building	Pri	Complete	\$ Amt	
EXECUTIVE								Total Billable Amt : \$ 161.89
10001	08/26/04	Cleaning	Berry, Greg	Center1	3	09/01/04	161.89	
OPERATIONS								Total Billable Amt : \$ 0.00
10245	09/14/04	Cleaning	Adams, Julie	AB Plaza	2	09/14/04	0.00	

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Billing Report – by Department

Abercrombie Plaza WORK ORDERS -- BILLING REPORT								March 01, 2005
Oct 18, 2004 thru Jan 01, 2005								
Order #	Date	Job Type	Order By	Building	Pri	Complete	\$ Amt	
ACCT: 123								Total Billable Amt : \$ 0.00
10813	10/18/04	Electrical	Cline, Nancy	Campus	2	10/18/04	0.00	
PROJECT:								Total Billable Amt : \$ 25.39
10001	01/01/05	Cleaning	Berry, Greg	Center1	2	01/02/05	25.39	
PROJECT: PJT001								Total Billable Amt : \$ 0.00
10245	10/29/04	Cleaning	Adams, Julie	AB Plaza	2	11/03/04	0.00	

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Billing Report – by Billable Entities

A.3 Cost Report

The Cost report prints work order cost amounts grouped by Job Types, including workers assigned, work order dates, and labor amounts.

To create and print this report, select the **Analysis of Order Cost Sorted by Job Type** button on the Menu of Reports screen. The work order costs included in the report will be for the Found Set of work orders, resulting from your last Find operation using the Work Orders screen. If you did not execute a Find operation, or if you quit out of Find mode, then costs for all work orders will be included.

An example Cost report is shown on the next page:

Abercrombie Plaza WORK ORDER REPORT -- COST REPORT							January 26, 2005
Order #		Job Type	Assigned To	Order Date	Time / \$		
CLEANING		2	work orders	Hours	Labor	Materials	Total Order
10245	Cleaning		Ami Patel	09/07/04			
10001	Cleaning		Andy Holub	08/17/04	3.00	136.50	25.39
subtotals :				3.00	\$ 136.50	\$ 25.39	\$ 161.89
averages :				3.00	\$ 136.50	\$ 25.39	\$ 161.89
Report Totals		2	work orders	3.00	\$ 136.50	\$ 25.39	\$ 161.89
averages :				3.00	\$ 136.50	\$ 25.39	\$ 161.89

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Cost Report

A.4 Time Report

The Time report prints a list of the time it took to accomplish Complete work orders. Work orders are grouped by Job Type, and by time ranges of **0 – 24 hrs**, **24 – 48 hrs**, and **48 hrs +**. This report also shows workers assigned, completion dates and times, and the total number of work orders within each time range.

To create and print this report, select the **Analysis of Order Time Sorted by Job Type** button on the Menu of Reports screen. The work order time data included in the report will be for the Found Set of work orders, resulting from your last Find operation using the Work Orders screen. If you did not execute a Find operation, or if you quit out of Find mode, then time data for all work orders will be included.

An example Time report is shown on the next page:

Abercrombie Plaza WORK ORDER REPORT -- TIME REPORT							January 26, 2005		
Aug 26, 2004 thru Sep 14, 2004		Order #	Job Type	Assigned To	Start Date	Time	Complete Date	Time	Duration (days)
CLEANING					2	work orders			avg = 2.5
Category : 0 - 24 hrs					1	work orders			avg = 0.9
10245	Cleaning			Ami Patel	09/14/04		09/14/04	15:43	0.9
Category : 48 hrs +					1	work orders			avg = 4.0
10001	Cleaning			Andy Holub	08/26/04	19:26	09/01/04	20:38	4.0

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Time Report

A.5 Open Orders Past Target Date Report

The Open Orders Past Target Date report prints a list of all Open work orders that are past their scheduled target completion dates, including the number of days that the work orders are past due. The listed work orders are grouped by worker. This report also shows Job Types, requesting staff, facility locations, and the original target start and completion dates.

To create and print this report, select the **Open Orders Past Target Date** button on the Menu of Reports screen. Find operations have no effect on this report.

An example Open Orders Past Target Date report is shown on the next page:

Abercrombie Plaza WORK ORDER LIST -- OPEN ORDERS PAST TARGET COMPLETION DATE								January 26, 2005
Jun 23, 2004 thru Oct 24, 2004								
Ord #	Job Type	Order By	Pri	Building	Suite	Start	Target	Days Past
AMI PATEL 2 work orders								
10246	Cleaning	Adams, Julie	2	AB Plaza	B-130	07/23/04	07/27/04	183
10253	Cleaning	Adams, Julie	2	AB Plaza	B-130	08/29/04	09/01/04	147
BLAINE FROST 4 work orders								
10342	Cleaning	Allen, Charlie	2	Garage	B-130	07/17/04	07/23/04	187
10336	Cleaning	Allen, Charlie	2	Garage	B-130	08/04/04	08/04/04	175
10332	Cleaning	Allen, Charlie	2	Garage	B-130	08/14/04	08/21/04	158
10339	Cleaning	Allen, Charlie	2	Garage	B-130	09/19/04	09/21/04	127
COLLEEN ROCHFORD 14 work orders								
10440	Electrical	Cline, Nancy	2	Campus	1500	06/23/04	06/27/04	213
10421	Electrical	Cline, Nancy	2	Campus	1500	06/24/04	06/28/04	212
10414	Electrical	Cline, Nancy	2	Campus	1500	06/27/04	06/29/04	211
10316	Electrical	Cline, Nancy	2	Campus	1500	06/24/04	06/30/04	210
10825	Electrical	Cline, Nancy	2	Campus	1500	06/30/04	07/02/04	208
10425	Electrical	Cline, Nancy	2	Campus	1500	07/01/04	07/06/04	204
10337	Electrical	Cline, Nancy	2	Campus	1500	07/10/04	07/11/04	199
10401	Electrical	Cline, Nancy	2	Campus	1500	07/05/04	07/11/04	199
10388	Electrical	Cline, Nancy	2	Campus	1500	07/07/04	07/14/04	196
10773	Electrical	Cline, Nancy	2	Campus	1500	07/09/04	07/14/04	196
10436	Electrical	Cline, Nancy	2	Campus	1500	07/14/04	07/21/04	189
10409	Electrical	Cline, Nancy	2	Campus	1500	07/19/04	07/24/04	186
10813	Electrical	Cline, Nancy	2	Campus	1500	07/18/04	07/24/04	186
10384	Electrical	Cline, Nancy	2	Campus	1500	07/28/04	07/28/04	182

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Open Orders Past Target Date Report

A.6 Future PM Work Orders Report

The Future PM Work Orders report prints a list of future work orders that will be generated from all Active PM work orders. This report groups the work orders by facility location, and also shows work order dates, Job Types, affected equipment and items, assigned workers, originating PM work orders, and estimated labor and costs.

To create and print this report, select the:

- **Future PM Work Orders** button on the Menu of Reports screen
- **Forecast Top Menu** button on the PM/Scheduled Work Orders screen

Selecting either of these buttons cause the Future Work Orders Reports Setup screen to be displayed, which you first use to specify options for the report, and then select the **Proceed** button from that screen to create and print the report. Find operations have no effect on this report.

An example Future PM Work Orders report is shown on the next page:

Single Seat Client Name Place 3 FUTURE WORK ORDER REPORT							January 26, 2005		
Date	Job Type	Building	Suite	Item ID# / Name	Assign To	PM #	Hours	\$ Cost	
Campus									
01/28/05	Electrical	Campus	1500		Colleen Rochford	PM1000111			
01/30/05	Electrical	Campus	1500		Colleen Rochford	PM1000111			
02/01/05	Electrical	Campus	1500		Colleen Rochford	PM1000111			
Garage									
01/27/05	PM	Garage	100	HVAC106	Cooling Fan Unit	Blaine Frost	PM10022	12.00 \$ 906.00	
01/28/05	PM	Garage	100	HVAC106	Cooling Fan Unit	Blaine Frost	PM10022	12.00 \$ 906.00	
01/29/05	PM	Garage	100	HVAC106	Cooling Fan Unit	Blaine Frost	PM10022	12.00 \$ 906.00	
01/30/05	PM	Garage	100	HVAC106	Cooling Fan Unit	Blaine Frost	PM10022	12.00 \$ 906.00	
01/31/05	PM	Garage	100	HVAC106	Cooling Fan Unit	Blaine Frost	PM10022	12.00 \$ 906.00	
02/01/05	PM	Garage	100	HVAC106	Cooling Fan Unit	Blaine Frost	PM10022	12.00 \$ 906.00	
02/02/05	PM	Garage	100	HVAC106	Cooling Fan Unit	Blaine Frost	PM10022	12.00 \$ 906.00	
Pavillion									
01/27/05	Electrical	Pavillion	R101	HVAC107	Cooling Tower 1	Morris	PM1002		
01/30/05	Electrical	Pavillion	R101	HVAC107	Cooling Tower 1	Morris	PM1002		
02/01/05	Electrical	Pavillion	R101	HVAC107	Cooling Tower 1	Kyle	PM1003		
02/01/05	Electrical	Pavillion	R101	HVAC107	Cooling Tower 1	Kyle	PM1004		
02/02/05	Electrical	Pavillion	R101	HVAC107	Cooling Tower 1	Morris	PM1002		
							Report Total	84.00 \$ 6,342.00	
Property Management / Maintenance									

Future PM Work Orders Report

A.7 Bar Chart Report

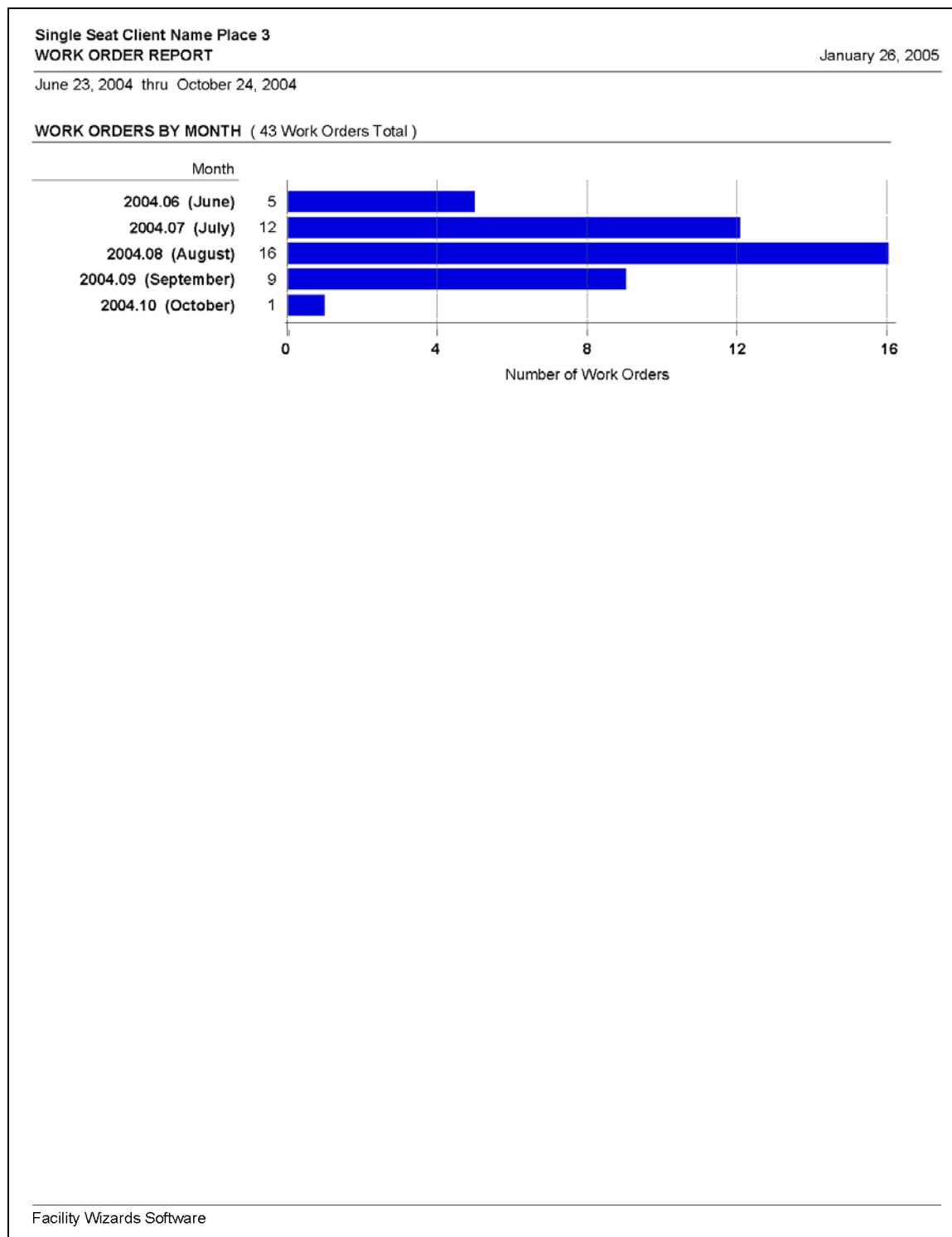
The Bar Chart report provides a graphical comparison of key work order data. There are nine available Bar Chart reports, which show the number of work orders by:

- Job Types
- Vendors and workers
- Facility locations
- Requesting departments or tenants
- Requesting staff
- Job Priorities
- Month to perform
- Equipment and items
- Open and Complete work orders

To create and print this report, select the **Bar Chart for Found Set** button on the Menu of Reports screen. This causes the Work Order Bar Chart Report Setup screen to be displayed, which you use to select the type of Bar Chart report to be created, and then select the **Proceed** button to create and print the report.

The work order data included in this report will come from the Found Set of work orders, resulting from your last Find operation using the Work Orders screen. If you did not execute a Find operation, or if you quit out of Find mode, then data for all work orders will be included.

An example Bar Chart report is shown on the next page:

**Bar Chart Report – Work Orders by Month**

A.8 Work Order List Report

The Work Order List report prints a list of work orders. There are summary and detailed versions of this report, both of which show work order dates, Job Types, priorities, affected facility locations, workers, and completion dates. The difference between the two report versions are:

- The summary report also contains a list of requesting departments and staff
- The detailed report also contains a list of affected equipment and items, and work descriptions

To create and print this report, select the **Print List** Top Menu button in the Work Orders screen. This first displays a dialog box, asking you to choose between the summary or detailed report.

The work orders listed in the report will be the work orders listed on the Work Orders screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

Example Work Order List reports are shown on the following pages:

Abercrombie Plaza WORK ORDER LIST REPORT									February 08, 2005
Ord #	Date	Job Type	Pri	Dept	Order By	Building	Suite	Assign To	Done
10001	08/26/04	Cleaning	3	Executive	Berry, Greg	Center1	1121	Andy Holub	09/01/04
10179	07/10/04	Cabling / Telecom	2	IT	Cline, Nancy	AB Plaza	390	Colleen Rochford	
10201	06/23/04		2	Admin	Carbone, Jim	AB Plaza	860	Fred Thomas	
10202	09/12/04	Hot / Cold	2	Executive	Parsons, Vance	AB Plaza	1870	Tim Gillet	
10203	08/05/04	Electrical	2	Engineering	Todd, Hubert	AB Plaza	510	Tara Ross	
10204	07/28/04	Hot / Cold	2	Engineering	Smith, Janet	AB Plaza	456	Sara Born	
10205	07/09/04	Lighting	2	Admin	Carbone, Jim	Campus	860	Dell Shimandel	
10206	08/26/04	Painting	2	Engineering	Simon, Cody	AB Plaza	720	Dell Shimandel	
10208	07/28/04	PM	2	Engineering	Brettman, Melissa	AB Plaza	720	Sara Born	
10209	07/30/04	PM	2	Executive	Parsons, Vance	Campus	1870	Sara Born	
10210	08/01/04	PM	2	IT	Nussbaumer, Helen	AB Plaza	2480	Dell Shimandel	
10211	07/04/04	PM	2	Engineering	Todd, Hubert	AB Plaza	510	Colleen Rochford	
10212	09/16/04	PM	2	Facilities	Patel, Ami	Campus	R101	Sara Born	
10214	07/16/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Scott Durr	
10215	09/19/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10216	07/24/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10217	07/13/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10218	08/28/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10219	09/09/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10220	09/14/04	PM	2	Facilities	Patel, Ami	Campus	R101	Tom Munz	
10221	08/03/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10222	07/07/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10223	08/16/04	PM	2	Facilities	Patel, Ami	Campus	R101	Tom Munz	
10224	09/11/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10226	09/08/04	PM	2	Facilities	Patel, Ami	Campus	R101	Tom Munz	
10228	09/07/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10231	06/28/04	PM	2	Facilities	Patel, Ami	Campus	R101	Tom Munz	
10243	07/26/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10244	08/23/04	PM	2	Operations	Adams, Julie	AB Plaza	150	Dave Anderson	
10245	09/14/04	Cleaning	2	Operations	Adams, Julie	AB Plaza	B-130	Ami Patel	09/14/04
10246	07/23/04	Cleaning	2	Operations	Adams, Julie	AB Plaza	B-130	Ami Patel	
10247	09/01/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10248	07/08/04	PM	2	Operations	Adams, Julie	AB Plaza	150	Dave Anderson	
10249	08/01/04	PM	2	Facilities	Patel, Ami	AB Plaza	R101	Tom Munz	
10250	08/14/04	PM	2	Accounting	Giobbia, Jim	AB Plaza	1650	Dell Shimandel	

Workorderama Property Management

Work Order List Report -- Summary

Abercrombie Plaza WORK ORDER LIST REPORT									February 08, 2005
Jun 23, 2004 thru Feb 07, 2005									
Order #	Date	Job Type	Pri	Assign To	Item ID	Building	Suite	Description of Request	Complete
10001	08/26/04	Cleaning	3	Andy Holub		Center1	1121	fix broken paycheck	09/01/04
10179	07/10/04	Cabling /	2	Colleen Rochford	ELEC105	AB Plaza	390	needs 1 blue and 1 black trash can	
10201	06/23/04		2	Fred Thomas		AB Plaza	860		
10202	09/12/04	Hot / Cold	2	Tim Gillet	10107	AB Plaza	1870	Inspect and Test UPS / Battery Backup system	
10203	08/05/04	Electrical	2	Tara Ross	10105	AB Plaza	510	TEST	
10204	07/28/04	Hot / Cold	2	Sara Born	10107	AB Plaza	456	Inspect and Test UPS / Battery Backup system	
10205	07/09/04	Lighting	2	Dell Shimandel		Campus	860	do it now!!!	
10206	08/26/04	Painting	2	Dell Shimandel	10106	AB Plaza	720	tie with PM 10041	
10208	07/28/04	PM	2	Sara Born	10107	AB Plaza	720	Inspect and Test UPS / Battery Backup system	
10209	07/30/04	PM	2	Sara Born	10107	Campus	1870	Inspect and Test UPS / Battery Backup system	
10210	08/01/04	PM	2	Dell Shimandel		AB Plaza	2480	do it now!!!	
10211	07/04/04	PM	2	Colleen Rochford	10106	AB Plaza	510	monthly	
10212	09/16/04	PM	2	Sara Born	10107	Campus	R101	Inspect and Test UPS / Battery Backup system	
10214	07/16/04	PM	2	Scott Durr	10107	AB Plaza	R101	Inspect and Test UPS / Battery Backup system	
10215	09/19/04	PM	2	Tom Munz	10107	AB Plaza	R101	Inspect and Test UPS / Battery Backup system	
10216	07/24/04	PM	2	Tom Munz	10107	AB Plaza	R101	Inspect and Test UPS / Battery Backup system	

Workorderama Property Management

Work Order List Report -- Detailed

A.9 PM Work Order List Report

The PM Work Order List report prints a list of PM work orders. The data contained in this report includes Job Types, workers to be assigned, priorities, equipment and items, affected facility locations, repeating frequencies, and estimated labor to complete.

To create and print this report, select the **Print List** Top Menu button in the PM/Scheduled Work Orders screen. The PM work orders listed in the report will be the PM work orders listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example PM Work Order List report is shown on the next page:

Abercrombie Plaza PM WORK ORDER LIST REPORT									February 08, 2005
PM #	Date	Job Type	Assign To	Item ID	Item Name	Building	Suite	Repeat	Hours
PM10022	02/09/05	PM	Blaine Frost	HVAC106	Cooling Fan Unit	Garage	100	Every day	12.00
PM10034	05/19/05	PM	Sandy Schwain			Plaza 2		Every 6 months	
PM10021	06/23/05	PM	Wilma Peterson	10104	Generator 1	Plaza 1	B-150	Every 6 months	
PM10011	04/09/05	PM	Fred Collier			Plaza 1	100	Every 2 weeks	
PM10019	07/31/04	PM	Serge Voltaggio	10107	Cooling Tower 3	Plaza 1	R101	Every day	
PM10016	03/27/05	PM	Tara Ross	10105	Electrical Panel #3	All Location	150	Every 6 months	
PM10018	05/17/05	PM	Jeannie Betancourt	10105	Electrical Panel #3	Plaza 1	150	--	
PM10026	07/03/05	PM	Chris LaPata	10102	Liebert Unit 1	Plaza 1	100	Every 6 months	
PM11510	01/29/05	PM	Tara Ross	10105	Electrical Panel #3	Plaza 2	150	Every week	
PM11513	03/07/05	PM	Carleton Britt	LU-123	Liebert Unit	Plaza 1	seth	Every month	
PM11515	10/15/04	PM				Plaza 1		--	
PM1000111	02/09/05	Electrical	Colleen Rochford			Campus	1500	Every 2 days	
PM1001	03/27/05							Every 3 months	
PM1002	02/11/05	Electrical	Morris	HVAC107	Cooling Tower 1	Pavillion	R101	Every 3 days	
PM1003	03/01/05	Electrical	Kyle	HVAC107	Cooling Tower 1	Pavillion	R101	Every month	
PM1004	03/01/05	Electrical	Kyle	HVAC107	Cooling Tower 1	Pavillion	R101	Every month	
Report Total									12.00

Workorderama Property Management

PM Work Order List Report

A.10 Parts Inventory Order List Report

The Parts Inventory Order List report prints the order and inventory status for parts and supplies. The parts and supplies listed are grouped according to supplier, with supplier contact information provided for each grouping. This report shows each part's and supply's manufacturer, part number, current stock quantity, reorder limit, target stock quantity, and the quantity currently ordered.

To create and print this report, select the:

- **Order List** Top Menu button in the Parts Inventory List screen
- **Print POs** Top Menu button in the Parts Inventory Purchase Order Setup screen

The parts and supplies inventory data listed in the report will be the data listed on the screen from which the report is created. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example Parts Inventory Order List report is shown on the next page:

Abercrombie Plaza PARTS INVENTORY -- ORDER LIST REPORT		February 08, 2005				
Supplier	Contact	Manufacturer / Part #	Current Stock	Reorder Limit	Target Stock	Order Qty
Crane Control 2700 Geary Boulevard San Francisco, CA 94118-3498	Rachel Martin 55-922-1666 fax					
P3404	KOHLER 71005 O RINGS		57	72		0
P3406	KOHLER 77006 RP CCW		89	33		0
P3409	KOHLER CAP/PLUNG 84503		37	27		0
P3423	KOHLER PLUG 30424		42	81		0
P3425	KOHLER PLUNGER KIT		27	13		0
P3429	KOHLER SEATS		95	58		0
P3431	KOHLER STEMS		98	93		0
P3437	KOHLER TRIP LEVER		38	44		0
P3441	MANSFIELD FLUSH HANDLE		86	25		0
P3443	MANSFIELD HANDLE		13	16		0
P3450	MOEN 1225 CARTRIDGE		32	29		0
P3453	MOEN CARTRIDGE 1225B		62	26		0
P3455	MOTOR (WHIRLPOOL BATH)		90	2		0
P3457	OFFSET FLOOR FLANGE		40	69		0
P3465	PVC FLOOR DRAIN		89	45		0
P3483	SPLINE ADAPTERS 59027		26	33		0
P3497	WH-10 T-STAT		59	36		0

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Parts Inventory Order List Report

A.11 Inventory List Report

The Inventory List report prints the inventory status of parts and supplies. The data shown in this report includes each part's or supply's manufacturer, cost per unit, current stock quantity, reorder limit, and last order date.

To create and print this report, select the **Print List** Top Menu button in the Parts Inventory List screen. The parts and supplies inventory data listed in the report will be the data listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example Inventory List report is shown on the next page:

Abercrombie Plaza INVENTORY -- LIST REPORT							February 08, 2005
Parts ID	Name/Desc	Mfr	\$ / Unit	Unit	In Stock	Lower Lim	Last Order
P3404	KOHLER 71005 O RINGS		\$ 0.69	ea	57	72	10/11/02
P3406	KOHLER 77006 RP CCW		\$ 14.86	ea	89	33	06/18/02
P3409	KOHLER CAP/PLUNG		\$ 18.34	ea	37	27	04/17/02
P3423	KOHLER PLUG 30424		\$ 6.10	ea	42	81	06/30/02
P3425	KOHLER PLUNGER KIT		\$ 3.73	ea	27	13	05/12/02
P3429	KOHLER SEATS		\$ 8.59	ea	95	58	02/01/02
P3431	KOHLER STEMS		\$ 5.33	ea	98	93	01/04/02
P3437	KOHLER TRIP LEVER		\$ 11.27	ea	38	44	04/11/02
P3441	MANSFIELD FLUSH		\$ 2.00	ea	86	25	10/25/02
P3443	MANSFIELD HANDLE		\$ 2.95	ea	13	16	04/25/02
P3450	MOEN 1225 CARTRIDGE		\$ 16.80	ea	32	29	09/02/02
P3453	MOEN CARTRIDGE		\$ 18.56	ea	62	26	06/16/02
P3455	MOTOR (WHIRLPOOL		\$ 250.00	ea	90	2	05/09/02
P3457	OFFSET FLOOR FLANGE		\$ 7.18	ea	40	69	05/22/02
P3465	PVC FLOOR DRAIN		\$ 10.99	ea	89	45	03/08/02
P3483	SPLINE ADAPTERS		\$ 1.51	ea	26	33	09/09/02
P3497	WH-10 T-STAT		\$ 13.54	ea	59	36	02/27/02
1001	Light Bulbs		\$ 1.00	ea	63	3	
P3416	KOHLER GASKET 38667		\$ 1.51	ea	82	33	07/19/02

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Inventory List Report

A.12 Inventory Detail Report

The Inventory Detail report prints supplier and inventory information for a part or supply, including the part's or supply's manufacturer, unit cost, stock quantity, reorder limit, last inventory stock date, last order date and quantity, and supplier contact information. This report also includes a history showing how the inventory has changed as a result of the part or supply being utilized for work order efforts, and replenished through reordering.

To create and print this report, select the **Print** Top Menu button in the Parts Inventory Log screen. Find operations have no effect on this report.

An example Inventory Detail report is shown on the next page:

Single Seat Client Name Place 3		INVENTORY -- DETAIL REPORT		February 08, 2005	
PART INFORMATION		SUPPLIER INFORMATION			
Part ID #	P3404	Company			
Name	KOHLER 71005 O RINGS	Contact Name			
Type	PLBG	Phone #			
Mfr		Mobile #			
Unit Type	ea	Fax #			
Unit Cost	\$ 0.69	Email			
Order Bottom Limit	72	Address			
Order Top Limit					
Current Stock Qty	57	City			
Add'l Stock Needed	0	Zip			
Date Updated	09/27/04	Comments			
Last Order Date	10/11/02				
Last Order Qty					
Notes					
PARTS STOCK LOG					
Date	Wkord #	Add	Deduct	Net	Cost Notes
08/03/04		40	3	37	\$ 25.53
09/27/04		20		20	\$ 13.80
Totals		60	3	57	\$ 39.33
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Inventory Detail Report

A.13 Equipment/Item List Report

The Equipment/Item List report prints a list of equipment and items, including equipment or item types, manufacturers, model numbers, and facility locations.

To create and print this report, select the **Print List** Top Menu button in the Equipment/Item List screen. The equipment and items listed in the report will be the equipment and items listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example Equipment/Item List report is shown on the next page:

Abercrombie Plaza EQUIPMENT / ITEM LIST REPORT							February 08, 2005
ID #	Name	Type	Manufacturer	Model #	Building	Suite	
ELEC103	Generator 1	ELEC	Delcotrax	X233-A	Private	B-150	
ELEC105	UPS 2	ELEC	PowerSave Corp		Corporate	B-140	
HVAC107	Cooling Tower 1	HVAC	BAC		Pavillion	R101	
HVAC110	Liebert Unit	HVAC	Liebert	123X	Corporate	00-233	
HVAC111	Liebert Unit	HVAC	Liebert		Corporate	00-244	
1001	Fire Extinguisher	BLDG	Safeco		Pavillion	Multiple	

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Equipment/Item List Report

A.14 Equipment/Item Report

The Equipment/Item report prints detailed information for a piece of equipment or item, including the equipment's or item's facility location, manufacturer, model and serial numbers, vendor, cost, and purchase and installation dates. In addition, this report lists detailed specifications for the equipment or item.

To create and print this report, select the **Print** Top Menu button in the Equipment/Item Information screen. Find operations have no effect on this report.

An example Equipment/Item report is shown on the next page:

Abercrombie Plaza		February 08, 2005			
EQUIPMENT / ITEM REPORT					
Item ID #	ELEC103		Name	Generator 1	
Type	ELEC				
Function	AC Generation				
Building	Private				
Suite	B-150				
Unit Mfr	Delcotrax				
Model #	X233-A				
Serial #	8383-9393-2824				
Unit Size	45	H	64	W	212 D
Weight	460	<input checked="" type="radio"/> lbs		<input type="radio"/> tons	<input type="radio"/> kg
Vendor	Electrical Materials Inc				
Purchased	07/07/04	Cost	\$ 1,790	Install Date	06/27/6
Motor Mfr	Model #				
Serial #	Size				
Type	Fan Dia				
RPMs	60	HP	12.5		
Voltage	220	Amps	20	Phase	3
Frame	Code		Type		
Shaft Size	Front Bearing			Rear	
Coupling					
Controller Mfr	Model #				
Serial #	Size				
Heater Size	Coil		Volts		
Filters					
Belts					
Lubrication					
Other Info					
Comments					
Standby AC generation for IT equipment area					
Facility Wizards Software					

Equipment/Item Report

A.15 Worker List Report

The Worker List report prints a list of workers who can be assigned work orders, including each worker's specialty, hourly rate, and vendor company name for vendor workers.

To create and print this report, select the **Print List** Top Menu button in the Workers/Rates screen. The workers listed in the report will be the workers listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example Worker List report is shown on the next page:

Abercrombie Plaza WORKER LIST REPORT							February 08, 2005
ID #	Name / Trade	Trade / Job	Rate	Date	Vendor / Company	Vend ID	
283	Allan Shepard	Electrical	\$ 43.50	09/12/04	ELECTR	N/A	
342	Ami Patel	Carpentry	\$ 75.50	01/05/04			
293	Colleen Rochford	Electrical	\$ 53.50	01/22/04	ELECTR	N/A	
285	Dave Anderson	Electrical	\$ 45.00	06/20/04		ENVIRO	
287	Dell Shimandel	Cleaning	\$ 33.00	07/04/03		FLUKEY	
272	Fred Patterson	Electrical	\$ 50.00	05/21/04		MASTER	
278	Freddie Thomas	Electrical	\$ 40.00	07/10/03		COTEY	
289	Gene Kuhar	Cleaning	\$ 45.00	06/13/03		HIGGINS	
280	Howard Cunningham	Electrical	\$ 67.50	04/05/04		DECOR	
294	Michelle Gasper	Electrical	\$ 45.00	09/02/04		LDX	
298	Owen Byer	Electrical	\$ 46.00	05/30/03		MERCER	
318	Peter Dougherty		\$ 49.00	08/31/03			
286	Phil Parrillo	Electrical	\$ 49.50	05/31/04		FISHER	
282	Roger Hammerstein	Painting	\$ 45.00	08/15/04		DESIGN	
314	Sara Born		\$ 44.50	11/20/03			
276	Scott Durr	Keys / Locks	\$ 59.00	05/23/03		AMER	
324	Tim Gillet		\$ 46.00	09/13/04			
338	Tom Munz		\$ 75.00	09/13/03			

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Worker List Report

A.16 Vendor List Report

The Vendor List report prints a list of vendors that are involved in work order efforts. There are simple and detailed versions of this report. Both the simple and detailed versions show vendor companies, vendor types, phone numbers, and primary contact persons. In addition, the detailed version provides full contact information for each vendor.

To create and print this report, select the **Print List** Top Menu button in the Vendor List screen or the Vendor Information screen. This first displays a dialog box, asking you to choose between the simple or detailed report.

If you create the report from the Vendor List screen, the vendors listed in the report will be the vendors listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

If you create the report from the Vendor Information screen, then the report will just contain that single vendor. Find operations will have no effect on the report when it is created from this screen.

Example Vendor List reports are shown on the following pages:

Abercrombie Plaza VENDOR LIST REPORT					February 08, 2005
ID #	Company	Type	Phone	Contact	
FWIZ	Facility Wizards	Misc	312-527-0200		
MASTER	Masters HVAC Maint	HVAC	800-289-0000	Fred Patterson	
AGC	AGC Automatic Gate Co	Carpenter	415-365-8828	Veronica Lukas	
CLUNE	Clune Construction Co	GC	415-786-9555	Nicole Appleman	
ADAMS	Adams Associates	Janitorial	415-981-1004		
AMER	Amer Lock And Supply Inc	Carpenter	714-996-8882	Scott Durr	
HENRI	Henri Mancini Co Inc	HVAC	408-727-8700	Howard Kemery	
COTEY	Cotey Construction	GC	415-964-8229	Freddie Thomas	
CRANE	Crane Pest Control	Misc	415-922-1666	Rachel Martin	
DECOR	Decorative Plant Serv Co	Plants	415-826-8181	Howard Cunningham	
DEPEND	Dependable Dealers	Furniture	510-635-1111		
DESIGN	Design Tex	Misc	213-659-9900	Roger Hammerstein	
INSTIT	Institutional Coop Svc	HVAC	516-273-7900		
ELECTR	Electrical Materials Inc	Electrical	415-494-0400		
ENVIRO	Environ Control Industries	Engineer	415-614-0180	Dave Anderson	
FISHER	Fisher-Friedman Assoc	Engineer	415-981-6076	Phil Parrillo	
FLUKEY	Flukey Chemical Corp	HVAC	516-467-0980	Dell Shimandel	
INTERIM	Interim HVAC	HVAC	415-493-1444		
HIGGINS	Higgins Lumber	Carpenter	415-471-4900	Gene Kuhar	
CD	CD Lowrey & Associates	Engineer	415-967-2365		
KSZ	KSZ Office Equip Inc	Ofc Equip	408-436-1100	Gene Murphy	
KEEBLER	Keebler & Cookie	Misc	415-327-8996	Mark Johns	
LAB	Lab Safety International	Ofc Equip	608-754-2345		
LDX	LDX Moving Service	Movers	415-364-3800	Michelle Gasper	
LIVING	Living Technologies Inc.	HVAC	800-828-6686		
FIX	Fix Impressions Corp	GC	716-271-8960		
MABLE	Mables's Labels	Ofc Equip	415-964-6107	Mike Owen	
MERCER	Mercer Of Illinois Inc	Janitorial	800-547-0128	Owen Byer	
OWENS	Owens & Minor Inc	Janitorial	800-949-4970		

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Vendor List Report -- Simple

Abercrombie Plaza VENDOR LIST – DETAILED REPORT					February 08, 2005
ID #	Company / Address	Type	Phone / Fax	Contact / Email	
MASTER	Masters HVAC Maint 383 Lost Tree Lane Roswell NM 789948	HVAC	Phone 800-289-0000 Fax 616-903-7745	Fred Patterson	
AGC	AGC Automatic Gate Co P.o. Box 5040 Redwood City CA 94063	Carpenter	Phone 415-365-8828 Fax 800-343-3939	Veronica Lukas	
CLUNE	Clune Construction Co P.o. Box 3626 Hayward CA 94540	GC	Phone 415-786-9555 Fax 510-786-9555	Nicole Appleman	
AMER	Amer Lock And Supply Inc Department 61443 El Monte CA 91735	Carpenter	Phone 714-996-8882 Fax 800-972-5990	Scott Durr	
HENRI	Henri Mancini Co Inc 876 S Milpitas Boulevard Milpitas CA 95036-1930	HVAC	Phone 408-727-8700 Fax 408-942-7900	Howard Kemery	
COTEY	Cotey Construction 1961 Old Middlefield Way Mountain View CA 94043	GC	Phone 415-964-8229 Fax 415-964-8229	Freddie Thomas	
CRANE	Crane Pest Control 2700 Geary Boulevard San Francisco CA 94118-3498	Misc	Phone 415-922-1666 Fax 55-922-1666	Rachel Martin	
DECOR	Decorative Plant Serv Co P.o. Box 880368 San Francisco CA 94188-0868	Plants	Phone 415-826-8181 Fax 415-962-8275	Howard Cunningham	
DEPEND	Dependable Dealers 111 San Leandro Boulevard San Leandro CA 94577	Furniture	Phone 510-635-1111 Fax 510-635-1111	Dave Anderson	
DESIGN	Design Tex P.o. Box 7708 Woodside NY 11377	Misc	Phone 213-659-9900 Fax 415-864-4144	Roger Hammerstein	

A.17 Checklist/Procedure List Report

The Checklist/Procedure List report prints a list of the checklists stored in Workorderama PM. The data contained in this report includes the checklist description and notes, name of the person who created or entered the checklist, and the date that the checklist was created or entered.

To create and print this report, select the **Print List** Top Menu button in the Checklists and Procedures screen. The checklists listed in the report will be the checklists listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example Checklist/Procedure List report is shown on the next page:

CHECKLIST / PROCEDURE LIST		February 09, 2005	
Checklist Name	Description / Notes	Created by	Date
Screwdrive Chiller ANNUAL PM			07/05/04
Steam Absorbtion Chiller			09/08/03
Steam Absorbtion Chiller			01/14/04
Centrifugal Chiller BIANNUAL PM			06/26/04
Centrifugal Chiller ANNUAL PM			05/24/04
Reciprocal (Direct Drive)			11/28/03
Rooftop DX HVAC Unit: Gas			07/15/04
Heat Pump/H2O:Air (Elect)			08/08/03
Heat Pump/Air:Air (Elect)			05/23/03
Central HVAC:Natural Gas			05/04/04
HVAC w/Humidifier/Filters			08/25/03
Air Cooled Condenser Coil			12/14/03
H2O Cooled Air Conditioner			07/17/03
Central AC Supply-Filters			06/21/03
Single-Zone Hot/Cold Coil			08/18/04
Single-Zone Hot/Cold Coil			05/14/04
Multi-Zone Heat/Cooling			07/27/04

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Checklist/Procedure List Report

A.18 Checklist/Procedure Sheet Report

The Checklist/Procedure Sheet report prints a particular checklist. This report can be utilized at the facility location where the work on the work order is being accomplished, in order to perform the documented procedure.

To create and print this report, select the **Print It** Top Menu button in the Checklist/Procedure screen. Find operations have no effect on this report.

An example Checklist/Procedure Sheet report is shown on the next page:

Single Seat Client Name Place 3
CHECKLIST / PROCEDURE SHEET

February 09, 2005

Name **Screwdrive Chiller ANNUAL PM**
Type **Cooling/Refridgeration**Created by **Kevin Millar**
Date **07/05/04****Procedure**

1. USE SAFETY GARB & EQUIPMENT WHEN WORKING ON THIS UNIT
2. CHANGE OIL & FILTER (USE MFG SPECIFIED OIL ONLY)
3. CHECK MAGNETIC PLUG FOR PARTICLES: TEST FOR REFRIGERANT LEAKS
4. REPLACE REFRIGERANT FILTER AS REQUIRED--USE LINT FREE RAGS
FOR CLEANING INTERNAL PARTS--REPLACE FINE PARTICLE FILTER
5. REMOVE CONDENSER COVERS--INSPECT TUBES & ROD OUT
6. BLOW OUT MOTOR WINDINGS--MEG ON YEARS ENDING IN MULTIPLES OF 2
 - 6.1 LOAD TEST ALL LOCKOUTS & CONTROLS CHECK SAFETY/FUNCTION
 - 6.2 CHECK EDDY CURRENT TEST ON YEARS ENDING IN MULTIPLES OF 5
7. CLEAN OIL COOLING SOLENIOD--ARRANGE FOR OIL ANALYSIS
8. INSPECT GEAR & CLEAN SUMP & ALL STRAINERS--BLOW DOWN DIRT LEGS
9. DO ROUTINE LUBRICATING & CHECK WEAR POINTS: VANE ROD ASSEMBLY
10. PURGE UNIT: DISSASEMBLY & CLEAN--INSTALL NEW CHECK VALVE &
RINGS IN PURGE PUMP--CHANGE BOTH SIGHT GLASSES AS REQUIRED
 - 10.1 CHECK PURGE ADJUSTMENT
11. INSPECT CONDENSER WATERSIDES--BRUSH WITH CORRECTLY SIZED
PLASTIC BRUSHES--REPLACE GASKETS & COVER--CHECK FOR LEAKS
12. CHECK TEMPERATURE SENSORS--CLEAN OR REPLACE AS REQUIRED
13. CLEAN STARTER CONTACTS--CHECK FOR ENTIRE UNIT FOR LEAKS
14. CHECK UNIT OPERATION & REPAIR/REPLACE DAMAGED INSULATION
15. MAKE SURE THAT THE CHILLER ROOM IS PROVIDED WITH MECHANICAL
VENTILATION & REFRIGERANT MONITOR PER OSHA & ASHRAE 15-1992

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Checklist/Procedure Sheet Report

A.19 Staff List Report

The Staff List report prints a list of staff persons who can request work orders, including each staff person's facility location, phone number, and email address. There are two versions of this report, which group staff persons by department, and by facility location.

To create and print this report, select the **Print List** Top Menu button in the Staff/Department List screen. This first displays a dialog box, asking you to choose between the report grouped by department or location.

The staff persons listed in the report will be the staff persons listed on the Staff/Department List screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

Example Staff List reports are shown on the following pages:

Abercrombie Plaza							February 09, 2005
LIST REPORT / STAFF							
Last Name	First	Dept	Building	Suite	Phone #	Email Address	
Admin							
Carbone	Jim	Admin	Plaza 1	860	555-1212	mark@facilitywiz.com	
Engineering							
Brettman	Melissa	Engineering	Plaza 2	720	555-1212	melissab@facilitywiz.com	
Simon	Cody	Engineering	Plaza 1	720	555-1212	codys@facilitywiz.com	
Smith	Janet	Engineering	Corporate	456	555-1212	janets@facilitywiz.com	
Todd	Hubert	Engineering	Plaza 1	510	555-1212	dave@facilitywiz.com	
Executive							
Parsons	Vance	Executive	Plaza 1	1870	555-1212	vancep@facilitywiz.com	
Facilities							
Jim	Shelley	Facilities	Plaza 1	1590	555-1212	shelleyj@facilitywiz.com	
Sommer	Jeff	Facilities	Plaza 1	1200	555-1212	jeffs@facilitywiz.com	
Stuart	Steve	Facilities	Plaza 1	250	555-1212	steves@facilitywiz.com	
IT							
Cline	Nancy	IT	Plaza 1	390	555-1212	nancyc@facilitywiz.com	
Nussbaumer	Helen	IT	Plaza 1	2480	555-1212	helenn@facilitywiz.com	
Shore	Rich	IT	Plaza 2	2222	555-1212	rs@facilitywiz.com	

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Staff List Report – By Department

Abercrombie Plaza						
LIST REPORT / STAFF						
Last Name	First	Dept	Building	Suite	Phone #	Email Address
Corporate						
Smith	Janet	Engineering	Corporate	456	555-1212	janets@facilitywiz.com
Plaza 1						
Carbone	Jim	Admin	Plaza 1	860	555-1212	mark@facilitywiz.com
Cline	Nancy	IT	Plaza 1	390	555-1212	nancyc@facilitywiz.com
Jim	Shelley	Facilities	Plaza 1	1590	555-1212	shelleyj@facilitywiz.com
Nussbaumer	Helen	IT	Plaza 1	2480	555-1212	helenn@facilitywiz.com
Parsons	Vance	Executive	Plaza 1	1870	555-1212	vancep@facilitywiz.com
Simon	Cody	Engineering	Plaza 1	720	555-1212	codys@facilitywiz.com
Sommer	Jeff	Facilities	Plaza 1	1200	555-1212	jeffs@facilitywiz.com
Stuart	Steve	Facilities	Plaza 1	250	555-1212	steves@facilitywiz.com
Todd	Hubert	Engineering	Plaza 1	510	555-1212	dave@facilitywiz.com
Plaza 2						
Brettman	Melissa	Engineering	Plaza 2	720	555-1212	melissab@facilitywiz.com
Shore	Rich	IT	Plaza 2	2222	555-1212	rs@facilitywiz.com

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Staff List Report – By Location

A.20 Tenant List Report

The Tenant List report prints a list of tenants that can request work orders, when Workorderama is configured to the needs of property managers. The data contained in this report includes facility locations and tenant contact information. There are two versions of this report, which group tenants by location, and alphabetically by last name.

To create and print this report, select the **Print List** Top Menu button in the Tenant List screen. This first displays a dialog box, asking you to choose the report grouped by location, or alphabetically by last name.

The tenants listed in the report are the tenants listed on the Tenant List screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

Example Tenant List reports are shown on the following pages:

Abercrombie Plaza						
LIST REPORT / TENANTS						February 09, 2005
Last Name	First	Tenant	Building	Suite	Phone #	Email Address
Admin						
Carbone	Jim	Admin	Plaza 1	860	555-1212	mark@facilitywiz.com
Engineering						
Brettman	Melissa	Engineering	Plaza 2	720	555-1212	melissab@facilitywiz.com
Simon	Cody	Engineering	Plaza 1	720	555-1212	codys@facilitywiz.com
Smith	Janet	Engineering	Corporate	456	555-1212	janets@facilitywiz.com
Todd	Hubert	Engineering	Plaza 1	510	555-1212	dave@facilitywiz.com
Executive						
Parsons	Vance	Executive	Plaza 1	1870	555-1212	vancep@facilitywiz.com
Facilities						
Jim	Shelley	Facilities	Plaza 1	1590	555-1212	shelleyj@facilitywiz.com
Sommer	Jeff	Facilities	Plaza 1	1200	555-1212	jeffs@facilitywiz.com
Stuart	Steve	Facilities	Plaza 1	250	555-1212	steves@facilitywiz.com
IT						
Cline	Nancy	IT	Plaza 1	390	555-1212	nancyo@facilitywiz.com
Nussbaumer	Helen	IT	Plaza 1	2480	555-1212	helenn@facilitywiz.com
Shore	Rich	IT	Plaza 2	2222	555-1212	rs@facilitywiz.com

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Tenant List Report – by Location

Abercrombie Plaza LIST REPORT / TENANTS							February 09, 2005
Last Name	First	Tenant	Building	Room #	Phone #	Email Address	
B							
Brettman	Melissa	Engineering	Plaza 2	720	555-1212	melissab@facilitywiz.com	
C							
Carbone	Jim	Accounting	Plaza 1	860	555-1212	mark@facilitywiz.com	
Cline	Nancy	IT	Plaza 1	390	555-1212	nancyc@facilitywiz.com	
J							
Jim	Shelley	Facilities	Plaza 1	1590	555-1212	shelleyj@facilitywiz.com	
N							
Nussbaumer	Helen	IT	Plaza 1	2480	555-1212	helenn@facilitywiz.com	
P							
Parsons	Vance	Executive	Plaza 1	1870	555-1212	vancep@facilitywiz.com	
S							
Shore	Rich	IT	Plaza 2	2222	555-1212	rs@facilitywiz.com	
Simon	Cody	Engineering	Plaza 1	720	555-1212	codys@facilitywiz.com	
Smith	Janet	Engineering	Corporate	456	555-1212	janets@facilitywiz.com	
Sommer	Jeff	Facilities	Plaza 1	1200	555-1212	jeffs@facilitywiz.com	
Stuart	Steve	Facilities	Plaza 1	250	555-1212	steves@facilitywiz.com	
T							
Todd	Hubert	Engineering	Plaza 1	510	555-1212	dave@facilitywiz.com	
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Tenant List Report – by Last Name



Workorderama PM can be customized to tailor any of the its reports to your organization's unique requirements, and also to create any additional reports that your organization needs. Contact Facility Wizards or your Facility Wizards distributor for more information.